

BHR BULLETIN

Tuesday, July 6, 2021

A weekly update from the Bureau of Human Resources.

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July 15, Merit Distribution

(New-ish) As recently communicated in the Commissioners' joint statement on pay raises for non-represented staff, non-represented non-casual employees will receive a 1.6 percent cost-of-living raise on July 1. In addition, a 2% merit award will be provided to eligible non-represented employees, based on the extraordinary fiscal year (July 1, 2020 - June 30, 2021) and the complex impacts it had on staff performance. Non-represented employees are eligible for a *full* 2% Merit award effective July 15, 2021, *if* the employee was in a merit eligible classification from **July 15, 2020 – July 14, 2021**. These awards will be processed centrally by BHR's Operations team and all merit increases will be effective July 15, 2021 for eligible staff.

- Please be aware, consistent with our new fiscal year cycle within SuccessFactors, staff hired or promoted into a merit-eligible position **prior to January 1, 2021** will be eligible for a prorated merit increase. Instructions on how operating bureaus will enter prorated merit increases into SAP will be communicated separately to Operating Bureau Personnel Administrators.
- Also consistent with our new fiscal year model, staff hired or promoted into a merit-eligible position **on or after January 1, 2021** will not be eligible for a merit increase.

They are considered “too new to rate” from a process standpoint and these employees would be eligible for a full merit increase the following July (2022).

- If you have questions relating to these increases, please contact your Human Resources Business Partner and/or your Operating Bureau Personnel Administrator.

SuccessFactors Performance Management for Non-Represented Employees

-- It's time to GO LIVE!!!



After a brief pause to our launch in 2020 and many months of preparation, the SuccessFactors Performance Management system is ready for us to dive in and get started.

As we have shared in the past, this new process will provide a consistent, standardized, and transparent way to ensure quality feedback, engagement and fair ratings across the City. And it all starts with this first step: setting good, clear objectives. You’ve heard about the need for this important change, you’ve had the opportunity to learn about how this new process works, and you’ve been given access to training videos and other resources to help navigate within the new system.

Now, during phase one of our new performance cycle, **the Assess Phase**, we’re asking you to take two specific actions:

1. Work with your manager to set a minimum of three Service Objectives and three People Objectives in both objective plans.

- For a brief video tutorial on how to create an objective in the system, click [here](#).
- There are two mandatory Citywide People Objectives in this initial cycle, each related to our City Core Values.
 - Every employee must have **one People Objective** on how they will **Demonstrate the City Core Value of Anti-Racism**.
 - Every employee must have at least **one additional People Objective** related to a **different City Core Value that is closely related to their role**.

(*Remember: you will need to toggle between the two objective plans, Service and People)

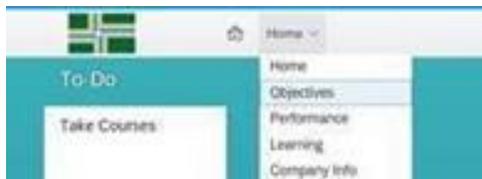
2. Meet with your manager to discuss and approve your objectives by September 30.

(*Remember: these objectives can change throughout the course of the year, so focus on the work that is most important right now.)

If you need help in defining good objectives for your role, use the following resources:

- [Objective Setting Reference Guide](#)
- City Core Value Objectives [Reference and Examples Sheet](#)
- Objectives Library, available within the SuccessFactors platform created by the Citywide SuccessFactors Steering Committee
 - o The Objectives Library is sorted by bureau and contains hundreds of general and specific objectives that you can edit and add to your plan.
- Your manager

Starting July 1, you will be able to access the new SuccessFactors Performance Management platform in CityLearner through [the employee portal](#), or by opening the following CityLearner link in your browser www.portlandoregon.gov/sf and clicking on “objectives” in the drop-down menu.



If you missed any of the communication or resources leading up to this point, you can access a simple process overview guide [here](#) or check out the dedicated [BHR web page](#), full of useful videos and reference material on our process.

For any questions regarding actions to take during this phase, or about the process overall, please contact your Bureau Admin, your Human Resources Business Partner or your SuccessFactors Steering Committee Representative by referencing this [Bureau specific chart](#).

For technology related questions please contact the BTS Helpdesk - btshelpdesk@portlandoregon.gov or by phone at x35199.

Recruiting

Hiring Manager Toolkit – Relaunch!

(New) The services provided by the Workforce Recruitment and Training team in the Bureau of Human Resources are designed to be efficient, timely and assist in finding the most qualified and diverse candidates for bureaus. We’re excited to share the updated [Hiring Manager Toolkit](#). We took the previous toolkit, gathered input from stakeholders, reviewed and updated the material using an equity lens, and adjusted for ease-of-use. This toolkit offers support in the recruitment, selection and onboarding process as bureaus make the most important decision affecting their team – bringing on someone new. The toolkit gives an [overview of the process](#), details the steps at each stage and provides additional resources.

Questions? Please contact: InboxRecruitment@portlandoregon.gov

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

Pay Equity

We've begun the City's 2021 Pay Equity Study! The City of Portland is partnering with the University of Southern California (USC) Race and Equity Center to conduct this year's pay equity study. The study will include a pay equity analysis allowing the City to make sure we are following the law established by House Bill 2005, "[The Pay Equity Bill](#)".

What's new

- We are partnering with USC Race and Equity Center.
- We've purchased software to enhance our analyses and reporting.
- We completed Pay Equity 101 training to all non-represented employees.
- We sent the employee pay equity survey to all non-represented employees.
- We've received **1090 (63.19%) surveys have been completed** and **261 surveys are in progress** and **377 employees have not interacted with the survey**.
- We've added a [Pay Equity Study FAQ](#) to our website.

What's coming

- We are working on a City Pay Equity web page to provide information to employees.
- We are working to review Job Framework feedback given by supervisors and managers.
- We will send an email to supervisors and managers finalizing job family assignments soon.
- Our employee pay equity survey deadline for completion is **July 14, 2021**.

BHR is committed to a pay philosophy for the City that is transparent, equitable, and responsive to employee input. We are grateful for your support and will continue to provide regular updates about this year's Pay Equity Study. Stay tuned!

Benefits

Family Planning and Support Guide for City Employees

(New-ish) The Health & Financial Benefits team has created a Family Planning and Support Guide to assist City Employees in navigating options and benefits associated with family planning. Take a look at <https://www.portland.gov/sites/default/files/2021/family-planning-and-support-guide.pdf>.

Flexible Spending Account Plan Information and Debit Cards

(New-ish) 2021-22 plan year elections are updated within your WageWorks/Health Equity account and new deductions began on your July 1 paycheck. Rollover/carryover funds from this current year will not be viewable until after the runout period ends on September 30. To check account balances, please log in at www.wageworks.com.

If you have a Healthcare FSA debit card expiring this month, a new one has been issued, however it may not arrive in your mailbox by July 1. If eligible expenses are incurred prior to receiving your new card, you may submit a reimbursement claim through the WageWorks website or EZ Receipts app until a new card is received. If you have a debit card with a later expiration date, your existing card will automatically load the full election and be ready to use on July 1. Please contact the Benefits office if you have questions or need additional support with your Flexible Spending Account.

Employee Assistance Program (EAP)

24-hour Help During Emergencies and Other Times of Need

If you are in crisis, help is a confidential call away.

Cascade/EAP: 1-800-433-2320 (text) 503-850-7721

National Suicide Hotline: 1-800-273-8255 (website) <https://suicidepreventionlifeline.org/>

Health, Wellness, and Financial Well-being (New)

[Managing Emotions Related to Workplace Reintegration](#)

Wednesday, July 21, 11 a.m. - 12 p.m.

[Managing Stress and Anxiety During Uncertain Times](#)

Tuesday, July 27, 4 p.m. - 5 p.m.

[Supporting Employees During Workplace Reintegration](#)

Thursday, Aug. 5, 1 p.m. - 2 p.m.

[Resilience & Mental Flexibility](#)

Wednesday, Aug. 11, 10:30 a.m. - 11:30 a.m.

[Working in a Changing Environment](#)

Wednesday, Aug. 18, 3 p.m. - 4 p.m.

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

COVID-19

For more information regarding **Guidance, Testing, Temporary Leave, and Leave Sharing**, please go to this [COVID-19 Update page](#).

COVID-19 Vaccinations

(New) Please submit vaccination questions to Joel.Michels@portlandoregon.gov. Answers will be provided in the following week's BHR Bulletin and [a compiled list is posted here](#).

The information provided is taken from the Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) resources with input from our own Joel Michels, Nurse Practitioner, Occupational Health and Well-being Program Manager.

Q: How do I know which COVID-19 vaccine information are accurate?

A: It isn't always easy to separate fact from myth, so before considering vaccine information on the internet, check that the information comes from a credible source and is updated on a regular basis.

CDC's vaccines and immunization web content are researched, written and approved by subject matter experts, including physicians, researchers, epidemiologists, and analysts. Content is based on peer-reviewed science. CDC leadership makes the final decision on the words, images and links to best serve the information needs of the public as well as healthcare providers, public health professionals, partners, educators, and researchers. Science and public health data are frequently updated. Most pages are reviewed yearly.

CDC's National Center for Immunization and Respiratory Disease is a [member](#) of the World Health Organization's (WHO) [Vaccine Safety Network](#) and follows web content and credibility criteria defined by the [Global Advisory Committee on Vaccine Safety](#) (GACVS).

[CDC's vaccines safety site](#) is one of WHO's [20 English language certified web sites](#).

As you surf for vaccine information, consider guidance from these sources:

- The Immunization Action Coalition suggests [questions you should ask](#).
- The University of California San Francisco's [Evaluating Health Information](#) page lists "Red Flags" every consumer needs to know.

- The [Medical Library Association](#) translates medical jargon ([Medspeak](#)) into language everyone can understand.

While it's a useful tool for researching health-related issues, the Internet does not replace a discussion with a healthcare professional.

Q: Are there any serious or long-term side effects from the COVID-19 vaccine?

A: Over 324 million doses of the COVID-19 vaccine have been given in the United States from December 14, 2020 through June 28, 2021. Vaccines have proven to be safe and effective.

Long-term side effects have not been found and are unlikely.

Serious side effects that could cause a long-term health problem are extremely unlikely following any vaccination, including COVID-19 vaccination. Vaccine monitoring has historically shown that side effects generally happen within six weeks of receiving a vaccine dose. For this reason, the FDA required each of the authorized COVID-19 vaccines to be studied for at least two months (eight weeks) after the final dose.

Serious safety problems are rare.

To date, the systems in place to monitor the safety of these vaccines have found only two serious types of health problems after vaccination, both of which are rare. These are anaphylaxis and thrombosis with thrombocytopenia syndrome (TTS) after vaccination with J&J/Janssen COVID-19 Vaccine.

Anaphylaxis

A small number of people have had a [severe allergic reaction](#) (called "anaphylaxis") after vaccination, but this is **rare**. Anaphylaxis can occur after any vaccination. If this occurs, vaccination providers have medicines available to effectively and immediately treat the reaction.

After you get a COVID-19 vaccine, you will be asked to stay for 15-30 minutes so you can be observed in case you have a severe allergic reaction and need immediate treatment.

Thrombosis with Thrombocytopenia Syndrome (TTS) after vaccination with J&J/Janssen COVID-19 vaccination

After receiving the J&J/Janssen COVID-19 Vaccine, there is risk for a rare but serious adverse event—blood clots with low platelets (thrombosis with thrombocytopenia syndrome, or TTS). Women younger than 50 years old should especially be aware of their increased risk for this rare adverse event. There are other COVID-19 vaccines available for which this risk has not been seen.

This adverse event is rare, occurring at a rate of about 7 per 1 million vaccinated women between 18 and 49 years old. For women 50 years and older and men of all ages, this adverse

event is even more rare.

CDC Monitoring Reports of Myocarditis and Pericarditis

CDC has received increased reports of myocarditis and pericarditis in adolescents and young adults after COVID-19 vaccination. The known and potential benefits of COVID-19 vaccination outweigh the known and potential risks, including the possible risk of myocarditis or pericarditis. **CDC continues to recommend COVID-19 vaccination for anyone 12 years of age and older.**

Next week we will continue to answer questions related to COVID-19 vaccinations. The intent of the information is to help you make an informed decision about vaccination. If you have questions, please send them to Joel.Michels@portlandoregon.gov.

[The City's COVID-19 Response page is available here.](#)

Safety Net Program

The Safety Net Program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Tools have been created to provide bureau-approved flexible leave options to employees during national- and state-declared emergencies. Details can be found on the BHR Safety Net page at <https://www.portlandoregon.gov/bhr/81209>.

Work Share

City of Portland Work Share Renewal

The Work Share team is pleased to share that the City's application to renew its Work Share plan for a second year has been approved by the Oregon Employment Department (OED). The renewal is valid from May 30, 2021 through May 28, 2022. If you are furloughing during this period and you submitted or resubmitted your forms in April or May as part of the City's renewal process, they have been processed by OED and you can continue to furlough or reduce your schedule. If you plan to furlough during this period but did not submit or re-submit your forms, please send a message to the Work Share inbox at inboxworkshare@portlandoregon.gov for PDFs of the necessary forms and a link for submission.

Recent updates to the City's Work Share FAQs can be found here: [Work Share Program FAQ 06-08-2021 \(portlandoregon.gov\)](#)

Corrections to Work Share Claims

Oregon Employment Department (OED) is no longer accepting corrected Work Share claims. Until now, OED allowed the City to file corrected claims. We have been doing a routine

lookback at employee timesheets with furloughs or reduced schedules, then reporting corrections to OED.

Going forward, we will no longer be able to submit corrections to time after filing the regular weekly claim every Friday. It is extremely important for those who would like to receive Work Share benefits to ensure your timesheets are accurate by 5 p.m. Monday -- the week after you furloughed or reduced your schedule.

If you are currently participating in Work Share and do not enter your own time on your timesheet, please talk to your bureau timekeeper about the importance of entering your time by the 5 p.m. Monday deadline.

If you or your timekeeper make a change to your timesheet **after** the Monday 5 p.m. deadline, **and it is still within the same week**, please email the Work Share team at inboxworkshare@portlandoregon.gov as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday afternoon.

[The following Work Share updates are available here.](#)

OED Letters Regarding Pandemic Unemployment Assistance (PUA)

Waiting Week Payments

OED Adjudication (Judgment) for Missed Opportunities to Work

Lost Wages Assistance

Processing

ReliaCard

1099-G Tax Information for Work Share Benefits

CARES Act Extension

Missed Opportunities to Work

1099-G Phone Number

Report of Additional Income

Work Share Claim Recertification

Overpayment Updates Clarification

1099-G Discrepancies

City Work Share Plan Renewal

If you have questions regarding Work Share benefits or the process, please email Inboxworkshare@portlandoregon.gov.

Vacation Carryover/Vacation Over Maximum

Today is a good day to check your vacation accrual. Vacation credits may be accumulated up to

a maximum of two years' earnings by the end of the first pay period in January 2022. Don't get surprised at the end of the year with more vacation than you know what to do with. Plan it. Take it. You've earned it!

Confirm your accrual rate and get more information in [HRAR 6.03, Vacation](#).

Black Space

This meeting is specifically for City of Portland's Black employees. We will provide support where needed, and work together to identify common experiences as well as ways the City can better support and retain Black employees.

Monday, July 26, 1 p.m.

Monday, Aug. 30, 1 p.m.

Monday, Sept. 27, 1 p.m.

Monday, Oct. 25, 1 p.m.

Monday, Nov. 29, 1 p.m.

Monday, Dec. 13, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system. Daily:
https://us02web.zoom.us/meeting/tZMlcO6opj0sGNSQPv9q05sEQwyNJI2fbqmR/ics?icsToken=98tyKuGvpjwGtyTthuHRpwEGo_CKPTxiCFdjY1urS_zWjEDNxDTB_VbHJhWQt7S

Join Zoom Meeting:

<https://us02web.zoom.us/j/87877086620?pwd=Q1VoWkNjb2xHT21ta1VVMWxNSEsvQT09>

Meeting ID: 878 7708 6620 | Passcode: 275417

One tap mobile

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+16699006833,,87877086620#,,,,*275417# US (San Jose)

Racial Equity Support Line

503-575-3764

This is a service led and staffed by people with lived experience of racism. We offer support to those feeling the emotional impacts of racist violence and microaggressions, as well as the emotional impacts of immigration struggles and other cross-cultural issues.

We get it. And we're here to talk. To support. To connect.

[More information is available here.](#)

Procurement Trainings

Do you buy goods and services as part of your job for the City? Sign up for an upcoming procurement class to learn about rules, tools, resources and best practices that will ensure we're accountable to the public – and simplify your work. Whether you're a newcomer looking for an introductory lesson or a pro who wants specialized advice, we have a class for you. Learn more about [July classes](#).

Training (VIRTUAL)

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

Required, All Employees

HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees
Thursday, July 15, 9:30 a.m. - 11:30 a.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)
Refresher: Non-supervisory version
Thursday, July 22, 1:30 p.m. - 2:30 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Managers/Supervisors
Wednesday, Sept. 15, 1 p.m. - 3 p.m.

Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors
Wednesday, Aug. 18, 1 p.m. - 2 p.m.

Racial Equity 101
Wednesday, July 7, 8 a.m. - 11:30 a.m.
Thursday, July 15, 1:30 p.m. - 5 p.m.
Friday, July 23, 4 p.m. - 7:30 p.m.

Defensive Driver Training – eLearning now available in CityLearner – Updated July 2021
(New) Purpose: Present basic defensive driving techniques useful for any driver. Program also

reviews expectations while driving on city business. These classes enable city drivers to comply with [HRAR 4.13 Vehicle Loss Prevention](#). Drivers need to refresh defensive driver training every three years. Content is broken into five modules or sections. Each module can be taken individually.

Training topics include:

- Driving policies
- Defensive driving strategies and techniques
- Factors affecting driver performance
- Safe backing
- Driving in adverse conditions
- Sharing the road
- Incident reporting requirements.

The eLearning can be taken at any time. Here is a direct link to the course: [Defensive Driver](#)

Professional Development

New Employee Orientation

Click [New Employee Orientation](#) for more information.

Tuesday, Aug. 10, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

SAP SuccessFactors hosts the City's new online Performance Review Process for all merit-eligible staff -- starting in July 2021!

Specifically designed for non-supervisory staff as well as managers and supervisors, to provide participants with an overview of the Fiscal Year process with information on the four phases of the performance review cycle including – Assess, Refine, Grow, and Align.

At the completion of the courses, participants should understand the following:

- Performance cycle
- Two types of objectives used in this process
- How to conduct a check-in
- How this cycle supports fair and consistent ratings.

Here are the direct link to the classes:

[SuccessFactors Performance Review Process Overview](#)

Leadership Engagement and Development (LEAD) Program for Managers & Supervisors

Emotional Intelligence

(New) This training focuses on emotional intelligence for leaders who strive to create and support diverse and inclusive workplaces. Participants will use Daniel Goleman’s five emotional intelligence competencies to explore how they show up as team leaders, and to reflect on their own emotional intelligence capacities. Because emotional intelligence can be learned and developed through practice and feedback, this training will also provide opportunities for participants to engage with one another through activities and reflective discussions, all using a strengths-based approach.

Facilitated by: Dawn Uchiyama, Deputy Director, Bureau of Environmental Services

Part 1: Tuesday, July 13, 1 p.m. - 4 p.m.

Part 2: Thursday, July 15, 1 p.m. - 4 p.m.

Employee Lifecycle Training

(New) In this 2-part LEAD certification kick-off course, core values, including transparency, human-focused service, and equity will be emphasized within each phase of the employee lifecycle. Through this training, managers and supervisors will be equipped with an essential understanding of policies, processes, tools, and best practices for supporting employees in each of five significant employee phases (Recruitment, Selection, Onboarding, Employee Development, and Employee Engagement).

Part 1: Tuesday, Aug. 24, 9 a.m. - 12:30 p.m.

Part 2: Thursday, Aug. 26, 9 a.m. - 12:30 p.m.

Centering Well-being

(New) The Centering Mental Well-being training for managers and leaders is a training created to promote awareness; destigmatize mental health to increase understanding; and provide tools, resources, and information to capacitate leaders. Capacity building enables leadership to be more skilled to acknowledge the prevalence of mental health disabilities; provide safety, support, and inclusivity for those persons in the workplace that experience mental health disabilities; to create and implement policies practices and procedures that center well-being from a person centered lens.

Wednesday, Aug. 25, 9 a.m. - 12:30 p.m.

Ethical Leadership

(New) The focus of this training is ethical leadership, including the roles of leaders in creating and maintaining an ethical workplace. Participants will explore the “why” and the “how” of ethical leadership including hands-on opportunities to apply ethical leadership concepts to their

work.

Part 1: Tuesday, Aug. 31, 9 a.m. - 12 p.m.

Part 2: Thursday, Sept. 2, 9 a.m. - 12 p.m.

Procurement Training

Introduction to Procurement

(New) Learn the fundamentals of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Tuesday, Aug. 24, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 593 852 886

Roles & Responsibilities in Goods and Services Processes

(New) Course objectives are to outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Date and time: Tuesday, Aug. 31, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 595 616 390

To register, go to [CityLearner](#) (using Internet Explorer or Chrome; a remote access token is not needed), select “Learning,” type the course name into the “Find Learning” search field, then click “Go” to locate the course. Register for the date and time that work for your schedule. If you need assistance with CityLearner, please go to [CityLearner Help](#), or send an email to [BHR Training](#). Upon successful registration in CityLearner, a Zoom meeting invitation, training instructions, and materials will be sent two to three business days before the class date.

If you have questions about the listed trainings, or any others, please send a message to hrtraining@portlandoregon.gov.

Thank You!



BHR Communications

City of Portland, OMF Bureau of Human Resources

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[Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility
[core competency model](#) — [core competency accessible document](#)

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